



Sunday, November 24, 2002

Delivery Systems Training Planning Session July 11 - 12, 2002

Purpose: To plan the work effort for developing Delivery Systems training.

Desired Outcomes: *By the end of this meeting, we will have:*

- ☐ Reviewed overall training development and delivery process.
- ☐ Completed initial Plan phase documents.
- ☐ Collected information for remaining Training Plan materials.
- ☐ Created agenda for kick-off meeting with team.

Agenda:

What	How	Who	Time
Start Up: – Welcome/ Purpose – Outcomes/ Agenda	<ul style="list-style-type: none"> Review the agenda and the desired outcomes Explain purpose of planning session 	<ul style="list-style-type: none"> Katie 	<ul style="list-style-type: none"> 5 min.
Training Process -- Overview	<ul style="list-style-type: none"> Review Training Development and Delivery Process briefing 	<ul style="list-style-type: none"> Katie 	<ul style="list-style-type: none"> 30 min.
Training Process -- Detail	<ul style="list-style-type: none"> Review Training Process checklist for outline of stages, phases, deliverables, and tasks Review binder format and contents 	<ul style="list-style-type: none"> Katie 	<ul style="list-style-type: none"> 30 min.
Plan -- Overview	<ul style="list-style-type: none"> Discuss Plan steps (Training Process Checklist) Review Plan documents in binder, providing context 	<ul style="list-style-type: none"> Katie 	<ul style="list-style-type: none"> 30 min.
Plan -- Needs Assessment & Project Plan	<p>Complete initial Plan phase documents:</p> <ul style="list-style-type: none"> Training Request Form Workplan Role Map (including team lead role with budget) Stakeholder analysis & communication plan <p>Gather information for:</p> <ul style="list-style-type: none"> Audience analysis Learning objectives 	<ul style="list-style-type: none"> Linda & Katie 	<ul style="list-style-type: none"> 5 hrs.
Plan -- Training Plan	<p>Review materials to be completed by team:</p> <ul style="list-style-type: none"> Identify content scope Determine delivery strategy 	<ul style="list-style-type: none"> Linda & Katie 	<ul style="list-style-type: none"> 1 hr.
Kick-off meeting agenda	<p>Create draft agenda for team kick-off meeting, including:</p> <ul style="list-style-type: none"> Review (and validate) completed Plan materials Discuss roles and responsibilities (Role Map) Identify content scope Determine delivery strategy Support areas: Logistics, budget, task order 	<ul style="list-style-type: none"> Linda & Katie 	<ul style="list-style-type: none"> 1 hr.
Next Steps	<ul style="list-style-type: none"> Schedule kick-off meeting with team Workplan revisions Complete task order (align with baseline budget) 	<ul style="list-style-type: none"> Linda & Katie 	<ul style="list-style-type: none"> 15 min.
Meeting Evaluation	<ul style="list-style-type: none"> Review Desired Outcomes Determine next meeting date/ time +’s and –’s of this meeting’s structure 	<ul style="list-style-type: none"> Katie 	<ul style="list-style-type: none"> 5 min.